



**ELK RIDGE CITY  
RETAINING WALL BUILDING  
PERMIT APPLICATION**

**PERMIT #**

APPROVED BY \_\_\_\_\_  
DATE \_\_\_\_\_

**PERMIT TYPE**

**RETAINING WALL-Please select applicable option:**

- ☐ Retaining wall is not concrete: I understand the engineer of record needs to provide an observation letter certifying the wall was constructed per the stamped plans.
- ☐ Retaining wall is concrete: I understand I will need to complete the required inspections through Sunrise Engineering.

Homeowner Signature \_\_\_\_\_

Date \_\_\_\_\_

**HOMEOWNER DETAILS**

Name \_\_\_\_\_ Tax Serial # \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**CONTRACTOR DETAILS**

Name \_\_\_\_\_ Contractor License# \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

A Contractor Registration Form must be filled out and turned in with the contractor's license each year. The form is at [elkridgecity.org](http://elkridgecity.org).

**PROJECT DETAILS**

VALUATION \_\_\_\_\_ Retaining Wall Type \_\_\_\_\_  
Brief Description of project (including length, width and height of wall) \_\_\_\_\_

**APPLICANT SIGNATURE-PLEASE READ CAREFULLY**

1. I agree to comply with all City, County, and State building Laws, Codes, and Ordinances, and that the representations in this application are true and accurate. Any misrepresentations or errors herein are the sole responsibility of the applicant and shall in no way accrue liability or obligation to enforcing officers or agents.  
(initial) \_\_\_\_\_

2. Building permits must be paid **within 60 days** after the preliminary permit has been issued or the permit application will become void. (initial) \_\_\_\_\_

3. This permit becomes null and void if work or construction authorized is not commenced **within 180 days** or if construction work is suspended or abandoned for a period of 180 days at any time after work is commenced.  
(initial) \_\_\_\_\_

4. I agree to print a copy of the approved plans to have on site and will have the plans available to inspectors during all inspections. (Initial) \_\_\_\_\_

5. I am aware of the inspections necessary to finish a basement and will be responsible for passing all inspections before receiving a Certificate of Occupancy.  
(Initial) \_\_\_\_\_

6. I understand construction equipment, including dumpsters and sanitary facilities, cannot be stored on the road.  
(Initial) \_\_\_\_\_

7. I will comply with the requirements set forth in the Retaining Walls Building Permit Overview.  
(Initial) \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

Contractor Signature \_\_\_\_\_

Date \_\_\_\_\_

**PERMIT FEE CASH OR CHECK**

TYPE	FEE	RECEIPT #
Plan Check Fee		
Plan Check Deposit		
Building Permit Fee		
1% Building Permit Fee		
Performance Bond		
Other		
Total Fee		



# RETAINING WALL BUILDING PERMIT OVERVIEW

## OVERVIEW

The City has compiled an overview for you of the process for adding improvements to a home in the City of Elk Ridge. **Please read all of the information in this packet. You will be held responsible for the information provided.** The Building Permit process is crucial to a safe and structurally sound structure. The following items are absolutely necessary in order to start the permit process and are required before plans will be accepted and forwarded to the Building Inspector for a Plan Check Review.

## STEP ONE: PERMIT APPLICATION

- A. **Email** the following to [permits@elkridgecity.org](mailto:permits@elkridgecity.org):
1. Completed Building Permit Application
  2. Plans drawn to scale
  3. Stamped Structural Engineering
  4. Site Plan **10-12-37 (I)(4) required on site plan** drainage and contours required.
  5. Any additional items needed to understand scope of project.
- B. Plan Check Fee of **\$200 CASH OR CHECK ONLY** (Applied to permit fees). If the office is closed the plan check fee can be dropped off in the green box by the flagpole. Please indicate on the check it is for a building permit.

## STEP TWO: PERMIT FEES

After the plan review is completed you will be contacted regarding the fees needed in order to obtain the building permit. The **permit number** will be assigned upon receipt of permit fees. . **BUILDING PERMIT FEES NEED TO BE PAID WITH CASH OR CHECK WITHIN 60 DAYS OF THE ISSUANCE OF THE PRELIMINARY APPROVAL.** The permit number is needed to schedule inspections.

## STEP THREE: INSPECTIONS

Retaining walls that are not concrete are required to provide a construction observation letter from the engineer of record certifying the wall was constructed according to the plans. The letter will need to be onsite for the final inspection and emailed to [permits@elkridgecity.org](mailto:permits@elkridgecity.org). The final inspection will be done through **Sunrise Engineering. Please contact them directly to schedule your final inspection: 435-743-6151.** A printed copy of the approved plans and the site plan review letter all need to be onsite and available for the inspector at the final inspection. The required inspection for retaining walls which are not concrete is:

1. Final (with the construction observation onsite from the engineer of record)

Retaining walls that are concrete will need to call **Sunrise Engineering. Please contact them directly to schedule your final inspection: 435-743-6151.** A printed copy of the approved plans and the site plan review letter all need to be onsite and available for the inspector for all inspections. The required inspections for retaining walls which are concrete are:

1. Footing
2. Rebar
3. Final

## STEP FOUR: CERTIFICATE OF OCCUPANCY/COMPLETION

Upon City approval after passing the final inspection a Certificate of Completion is issued and emailed to the email address listed on the application.